

Retired Faculty-Staff Association Membership Chair Job Description

The Membership Chair is responsible for working with Carol Barrett, the RFSA Board and members of the Membership Committee to promote, assist and answer questions about membership in RFSA or other issues as requested.

- Retiring from UT Austin class: Schedule and arrange for a RFSA presenter for each session of the "Retiring from UT Austin" class presented by UT's Human Resources. Classes are held bi-monthly in UTA (1616 Guadalupe) and are attended by approximately 50 prospective retirees. RFSA is given the first 5-7 minutes on the agenda to present information about our organization. Make certain HR has copies of the RFSA brochure (Carol Barrett has brochures printed and delivered). Coordinate with HR for free parking for the RFSA presenter.
- Health and Lifestyle Expos: Schedule and arrange for volunteers from the Membership Committee and Board to staff the RFSA display at the two UT Health and Lifestyle Expos, one in July on the main campus and one in October at the Pickle Research Center Campus. Work with Carol Barrett to assemble the RFSA table drape, RFSA Magazines, RFSA brochures, signs, etc. and make certain to transport to the appropriate location and set up the table display. Answer questions and encourage people to stop and learn about RFSA. (Complete and return the form to Spice of Life [event organizer] to participate in the Expo to reserve our free space.)
 - Faculty Retirement Seminar: A faculty member volunteer from the RFSA Board presents RFSA information for the faculty seminar on retirement, "Should I Stay or Should I Go?", usually in October. Work with the Faculty Council administrator and Carol Barrett to make certain RFSA brochures are available.
- Assist with reviewing the annual letter to new retirees.
- Communicate with the RFSA webmaster to add appropriate information and dates to the RFSA website.
- Write articles and submit photos for the RFSA Magazine about Membership Committee activities.
- Serve on the RFSA Board.

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